



Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

www.loomis-usd.k12.ca.us

Building Excellence in Education since 1856

JOB DESCRIPTION

Position Title: **Technology Coordinator**
Department: **Technology**
Reports to: **Associate Superintendent, Business Services**
Contract Days: **225**
Salary Range: **\$99,313.00 - \$109,824.00**

SUMMARY:

The Technology Coordinator is responsible for creating and maintaining the vision and providing leadership for the Technology Department. Plan, develop organize and implement district policies, regulations, guidelines and protocols related to district technology and telecommunications.

EDUCATION AND EXPERIENCE:

- BA/BS degree in computer science or related field preferred.
- Public school experience desirable.
- Job related experience with increasing levels of responsibility.
- Knowledge of applicable laws, codes, regulations, policies and procedures.

CERTIFICATES, LICENSES REGISTRATIONS:

- Possess a valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.
- May be required to obtain job-related certificates after appointment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sets the vision and provides leadership for the Technology Department, including coordinating and supervising all aspects of the Technology Department.
2. Coordinate, collaborate and provide leadership with the Educational Services Department in developing and implementing the district's Strategic Plan.
3. Effectively communicate with administrators, district personnel and contractors to coordinate activities and programs, resolve issues and exchange information.
4. Assist school site and district staff in planning and implementing technology for the purpose of developing appropriate training and increasing/improving utilization.
5. Manage the acquisition of hardware/software in accordance with established district procedures.
6. Confer with, counsels and advises district personnel regarding the use of technology.
7. Administer computer systems, including databases, internet/intranet, electronic mail, web page development and maintenance, application software, data distribution, network application, system architecture, security design and user support methods.
8. Ensure the proper maintenance of the district's website, email system and staff user accounts.
9. Ensures Erate coordination and application.
10. Make presentations to the Board of Trustees, parent groups and community organizations.
11. Coordinate and inspect the work of outside consultants.
12. Prepare and maintain a variety of reports, records and files related to activities and personnel.
13. Develop plans and schedules for on-going, preventative and long range maintenance.
14. Implement operational procedures to ensure adherence to a cost effective operational mode and to ensure that appropriate standards of performance are maintained.

15. Supervise, train and evaluate the performance of assigned staff.
16. Prepare labor and material cost estimates.
17. Assist in budget development and is responsible for the expenditure of the assigned budget.

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18. Conduct cost/benefit analysis of proposed hardware/software configurations and make recommendations.
19. Direct the design and implement of information systems and procedures for improving the efficiency of operations.
20. Maintain current knowledge of technological advances in the field; research and evaluate new technology.
21. Operate various computers and related software.
22. Attend and conduct a variety of meetings as assigned.
23. Designated as the primary person to respond to call backs after hours, weekends or holidays.
24. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Computer hardware systems, software applications and languages utilized by the district's computer systems;
- Operations, capabilities and limitations of differing types of computer systems;;
- Current and emerging technology and techniques in data processing and information systems;
- Oral and written communication skills;
- Principles and practices of management;
- Principles and practices of supervision and training;
- Methods and principles of work planning and scheduling;
- Budget preparation and control
- Applicable laws, codes, regulations, policies and procedures;
- Interpersonal skills using tact, patience and courtesy;
- District classified human resources policies and procedures and labor contract provisions.

ABILITY TO:

- Plan, coordinate, organize, and supervise activities and personnel involved in technology;
- Provide technical guidance and recommendations concerning existing and future technology programs and systems;
- Operate computers and peripheral equipment properly and efficiently;
- Plan, assign, supervise and review systems analysis, design and programming activities;
- Analyze situations and accurately identify alternative solutions, project consequences of proposed actions and implement recommendations;
- Accept and carry out responsibility for direction, control and planning;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Receive, review and assign work orders;
- Estimate labor and material costs;
- Develop and maintain record keeping systems and prepare reports;
- Train, supervise and evaluate the performance of assigned personnel to motivate and promote maximum productivity;
- Serve as a resource person and provide assistance in training and the use of technology systems and software packages;
- Meet schedules and time lines;
- Work independently with minimal supervision and make routine and emergency operational decisions with minimal direction;
- Gather, analyze and evaluate data to exercise sound judgment in planning and organizing work;
- Be flexible and able to adapt to changes in routine and duties;
- Develop and maintain department budget;
- Maintain effective working relationships with administration, staff, county office of education staff

- and representatives of outside agencies and organizations;
- Communicate clearly and concisely, both orally and in writing.

DRAFT (pending Board approval)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for extended periods, stand and walk, bend, stoop and reach overhead; dexterity of hands and fingers to operate a computer keyboard; seeing to assure proper operation of computers and software; hearing and speaking to exchange information and make presentations. Ability to move between school sites. The employee is occasionally required to lift and or move up to 50 pounds and over 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, the ability to adjust focus. The employee must have the ability to climb ladders.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

06/08/17

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